

**APPLICATION FOR ENGAGEMENT OF RETIRED GOVERNMENT SERVANTS/ UNDER
SPECIAL DEVELOPMENT COUNCIL, RAYAGADA**

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size photograph

NAME OF THE POST APPLIED FOR (PUT TICK MARK) -
Personal Assistant/Stenographer to Chairperson

1. Full Name (In Capital) : _____
2. Father's/ Husband's Name : _____
3. Date of Birth : _____ (As recorded in HSC
or equivalent exam) (Attach copy of self-attested Certificate)
4. Age as on 30.06.2018 : _____
5. Address (with PIN Code) : _____ :
6. State of Domicile/ Residence : _____
7. Contact details/Cell No. : _____
8. E-mail : _____
9. Qualification (HSC or equivalent onwards) (Attach self-attested copy of certificates)

Sl. No	Exam passed	Name of the board/ university /institute	Year & month of passing	Maximum marks	Marks obtained	% of Marks

10. Post Qualification Experience Particulars (Attach self-attested copy of experience certificate)
(Attach separate sheet)

Sl. No	Post held in Government/ PSU/NGO	Scale of pay	Basic pay	From	To	Duration of experience Total years & months of experience	Type of assignment handled/ specific nature of work/ duty performed.

11. Date of Retirement : _____ (Copy of retirement order to be enclosed)
12. Last post held (Attach proof) : _____
13. Last pay drawn (Attach proof) : _____
14. Amount of pension drawn (Attach proof) : _____
15. Whether re-employment in any other Department/Organization (Attach proof) : _____
16. Self-declaration indicating any Criminal Case or Vigilance Inquiry or Departmental proceeding initiated or pending which led to conviction/ of punishment or pending for finalization. (details to be indicated)

17. Brief summary outlining the experience/ achievement during the Service period justifying his/her suitability for the job: (To be furnished in separate one page note)

18. Details on experience WITH ITDAs in Govt. sponsored Tribal Development Programme, if any: (ATTACH SEPARATE SHEET)

19.

Computer Literacy:										
Language Proficiency										
Language	Ability to Converse			Ability to Read			Ability to Write			
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good	
Oriya										
English										

DECLARATION

I _____ Son/ Daughter/ Wife of _____, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/ appointment is liable to be cancelled/ terminated without any notice to me.

Place:

Date:

(Signature in full) Name

Eligibility Conditions:

1. Govt employees retired on attaining the age of superannuation must not be above the age of 62 years. He/ she must have good service records and he/she is physically fit to discharge the Govt duty. The physical fitness certificate duly certified by a Registered Medical Practitioner should be attached with the application form.
2. The retired employee against whom vigilance case/Departmental proceedings/ Criminal prosecution is contemplated or pending or who has been penalized for misconduct during the period of the ten years preceding his/her retirement will not be considered for re-engagement.
3. The retired employee who has been a member of any political party after his/her retirement shall not be eligible for re-engagement.
4. The appointee has to discharge the duties as prescribed by the SDC from time to time.
5. Performance of the appointee shall be monitored rigorously by the Govt. against the monthly targets assigned to them.
6. The contractual engagement will be made for a period of one year and that may be extended by a further period of one year subject to satisfactory performance and shall not be extended beyond attaining the age of 65 years by the contractual employees.
7. The period of contractual engagement shall not be counted to Government services for the purpose of pension or any other retirement benefits.
8. The contractual engagement may be terminated at any time by the SDC for unsatisfactory performance, without giving any notice
9. General instruction of Government regarding terms and conditions for contractual engagement issued from time to time will be applicable and binding on the officers.
10. In case the employee desires to resign from the engagement, he/she may do so by giving a notice of one month in writing to PA ,ITDA ,Rayagada. The employee may be relieved after handing over full charges of records to the relieving officer as decided by the SDC
11. The engaged employee will be subject to and will be abide by the Conduct Rules applicable to the Government Employees.
12. The terms and conditions are subject to codal provisions and memorandum and resolutions issued by the Finance Department/ Govt. from time to time.
15. The appointee will furnish an undertaking at the time of joining the duty in regards to the truth and correctness of the information furnished by him/her.
16. The applicant has to submit the application to the PA,ITDA, Rayagada through Regd. Post/ Speed Post only superscripting neatly on the envelope the post for which applied.
17. The selection for all the posts will be done through a selection process by Selection Committee through a transparent manner,
18. The P.A.ITDA, Rayagada reserves the right to accept/ reject any/ all applications with/without assigning any reasons thereof.